

Publication Acknowledgement Guidelines for Technical Support at Queen Mary University of London

Queen Mary University of London recognises the important contributions our technical staff make in enabling, supporting and producing research output within the University. We believe that the contribution of technical staff and facilities to a user's research should be attributed appropriately. The type of recognition being dependent on the contribution provided.

This document aims to provide guidance on what types of work constitute authorship or acknowledgements it has been approved by the Research and Infrastructure Board and is in line with [ICMJE Recommendations 2018](#).

1. All publications which have required the input of Technical staff and/or use of facilities maintained by Technical staff should, **acknowledge the relevant technical team as a whole**, e.g. *"the authors gratefully acknowledge the Technical staff within [Department or Facility] at the Queen Mary University of London for technical support & assistance in this work"*.
2. **Where authors have had significant help from a specific member of Technical staff, or where Technical staff have themselves generated contributing data, this staff member should be acknowledged by name**, e.g. *"the authors thank *** [replace with appropriate name] of [Department or Facility] at Queen Mary University of London for his/her/their expert technical input & guidance in this work"*.
3. **If the contribution of the Technical staff member goes beyond the use of routine techniques, they should be listed as co-authors on publications using those techniques and/or data.** This applies to
 - designing experiments, custom equipment, software, or script
 - developing new data generation or analysis methodology
 - interpreting data
 - significantly redeveloping existing methodology or equipment to suit new sample types or research questions

Simple acquisitions of raw data or routine sample preparations alone would not merit co-authorship, but should still be acknowledged by method 1 or 2 above.

If **posters or presentations** include images or data generated by technical staff or equipment managed by a facility, an acknowledgment should also be made.

Recognising a technician's contributions to research results in significant benefits to the individual, the Principal Investigator, and the University as a whole, and ensures that their hard work is visible to people inside and outside the organisation. It serves to increase staff morale and fosters a culture of inclusivity and mutual respect between colleagues, irrespective of career pathway.

Involving technical staff in discussions about authorship aides in clarifying the roles, responsibilities, and expectations of that staff member. It ensures that they are fully accountable for their contributions to the University's research output; and empowers them to take an active role in the reporting and interpretation of their work.

If you are uncertain about the type of acknowledgement required, please discuss this with the relevant Technical Manager/Facility Manager in advance of manuscript submission.

This guidance document has been adapted from the [Core Facilities Publication Policy](#) produced by the RMS and has been further developed to be inline with documents produced by University of Bath, University of Southampton, University of Liverpool and the University of Edinburgh.